



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8002

REPLY TO
ATTENTION OF:

ATSS-BAN

30 July 03

MEMORANDUM FOR United States Army Sergeants Major Nonresident Course, November 2003 Resident Course Attendees

SUBJECT: Correspondence Studies Phase Completion

1. On behalf of the United States Army Sergeants Major Academy Commandant, LTC Kirby, the Academy Command Sergeant Major, CSM West and myself, congratulations on your successful completion of the Correspondence Studies Phase of the United States Army Sergeants Major Nonresident Course.

2. You have engaged in a very challenging course that required many hours of independent study, research, presentations and the successful completion of the end of phase (module) exercises and examinations.

3. You now meet the academic prerequisite to attend the Resident Phase that begins on 08 Nov 03 and culminates with your class graduation on 21 Nov 03 (Classes 27 & 28, please refer to the academic progress attachment). Now you must meet the following administrative requirements prior to your arrival:

a. Ensure that you complete the biographical data sheet (encl. 1) and return it to us via email, mail or fax not later than 30 Sep 03.

Note: Class 29 students need only to update or verify their bio information through their student portals and contact their CFs when they have verified the information as accurate or require changes they cannot do.

b. You must also meet specific medical requirements prior to attending the resident phase (see encl. 2).

Note: Failure to meet the medical requirements prior to arrival will result in your denial of enrollment into the Resident Phase so I strongly encourage you to complete and send in the requirements contained in enclosure 2 as soon as possible.

4. As part of inprocessing into the Resident Phase, your height, weight, and if necessary, bodyfat will be verified IAW AR 600-9 (Army Weight Control program). Additionally, all students will take the APFT (Army Physical Fitness Test) between 9-11 Jun 03. Successful completion of the APFT is a graduation requirement (AR 350-1, par 31-9b).

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5. I caution you that the few academic requirements left (Army Writing Style, NSA, ect.) have never caused a student to fail the Resident Phase. However, disciplinary actions, failure to meet the standards of AR 600-9 and failing the APFT have resulted in dismissals from the course. **The message I want to convey is that if your are close to minimum fitness standards, the travel, stress, elevation, temperature, possible wind and the dry, cool climate of November at this desert post, may affect your level of fitness and performance. I suggest that you to consider these factors as you prepare for your trip to El Paso, TX.**

6. There are still some academic requirements you must complete and bring with you to the Resident Phase (PE-18, NSA briefing, etc.). More specific guidance can be found in the November 03 Resident Phase Pamphlet, which will be accessible through the November 2003 Resident link on the NRC's web page (see item 7 below) that will be active in August 2003.

7. Please do not hesitate to call your Course Facilitator, the Health Promotion Office (regarding medical questions and/or information) or myself if you have any questions regarding the Resident Phase. You can also reach us by going to the NRC website (<http://usasma.bliss.army.mil/NRC/>) and then go to the NRC Contacts Page and the November 2003 Resident Phase links for other numbers, addresses and other Resident Phase information (the Nov 03 Resident Phase link will be active sometime in August 2003).

Note: Class 29 students can access the same information through their Student Portals.

8. Again, congratulations on your successful completion of the Correspondence Studies Phase and we look forward to seeing you in November 2003.

2 Encls

PATRICK E. CROSS JR.
SGM, USA
Chief, SMNRC

ENCLOSURE #1: BIOGRAPHICAL DATA INFORMATION SHEET

DATE: _____

RANK LAST NAME FIRST NAME MI SEX SSN

MOS FAX TELE. NUMBER RSC STATUS: RA AR-AGR AR-IRR AR-TPU
(Circle ONE) NG-AGR NG-TECH NG-MDAY

UNIT OF ASSIGNMENT HOME ADDRESS (STREET, PO BOX, ETC.)

ADDRESS (STREET, PO BOX, ETC.) CITY STATE ZIP/APO

CITY STATE ZIP/APO (AREA CODE) HOME PHONE NUMBER

(AREA CODE) UNIT PHONE NUMBER (AREA CODE) DAY WORK PHONE NUMBER

FIRST COMMAND SERGEANT MAJOR IN CHAIN OF COMMAND (INFORMATION):

LAST NAME FIRST NAME MI

BATTALION CSM UNIT OF ASSIGNMENT HOME ADDRESS (STREET, PO BOX, ETC.)

ADDRESS (STREET, PO BOX, ETC.) CITY STATE ZIP/APO

CITY STATE ZIP/APO (AREA CODE) HOME PHONE NUMBER

(AREA CODE) WORK PHONE NUMBER

RSC or STATE CSM (CIRCLE ONE) INFORMATION:

LAST NAME FIRST NAME MI

CSM UNIT OF ASSIGNMENT (AREA CODE) WORK PHONE NUMBER

ADDRESS (STREET, PO BOX, ETC.) (AREA CODE) HOME PHONE NUMBER

CITY STATE ZIP/APO

Enclosure #2: Physical Training and Weight Control

1. USASMA is at the forefront in the Army's effort to get into true fighting shape.

a. Upon arrival, height and weight is checked in accordance with AR 600-9 (Army Weight Control Program). **Students who do not meet the weight standards are denied enrollment in the Sergeants Major Nonresident Course (SMNRC).**

b. Successful completion of the Army Physical Fitness Test (APFT) is a graduation requirement.

c. Proof that your periodic physical is current is an NCOES requirement.

(1) The USASMA Health Promotions Office (HPO) and the cardiology service of William Beaumont Army Medical Center (WBAMC) will conduct cardiovascular risk screenings of all SMC students based on their current physical. We require submission of the following items before you arrive. Mail or Fax the following documents to the HPO (see para (3) below), not later than 30 September 2003:

(2) One copy of a **current physical exam, within the last five years** (forms DA 2808 or SF 88 and DA 2807-1 or SF 93). If **over 40** years of age, the periodic physical must include the following:

(a) One copy of an electrocardiogram.

(b) Lab results for the following blood tests: fasting blood glucose and lipid 5 (cholesterol).

(3) If you are diabetic, have a history of heart problems, or other medical conditions, you should alert the HPO to your condition when you mail the above documents.

(4) Students can fax the above documents. DSN: 978-8214 or comm: 915-568-8214. We recommend mailing these documents to:

**USASMA-HPO
ATTN: ATSS-CM (MAJ Weaver)
BLDG 11291, BIGGS FIELD
FT BLISS, TX 79918-8002**

2. Do not hesitate to contact the HPO at DSN 978-8271 or commercial (915) 568-8271 if you have any questions. You can also email HPO at:

<mailto:hurelld@bliss.army.mil>

<mailto:weaverg@bliss.army.mil>